

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 18, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the minutes of the Board meeting of October 21, 2020, and the facilities meeting of November 9, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “How Schools and Public Libraries Can Work Together” webinar being sponsored by PLA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Joshua Ashworth, Information Technology Services Director, Information Technology, Operations Center, to participate in “Don’t Click That Link! Cybersecurity Best Practices” being sponsored by ALA on October 28, 2020. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “LMCC Library Marketing & Communications Conference” being held virtually and sponsored by LMCC on November 4, 2020. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Kristina Richey, Information Services Librarian, Information Services, Main Library, to attend “Addressing Race in Public Libraries” webinar being sponsored by OLC on November 19, 2020. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

INTERIM CHANGE IN LOCATION

Craig Arnold, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective October 25, 2020 at the rate of \$24.82 per hour.

RESIGNATION

Jennifer Buckner, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective November 20, 2020.

RETIREMENT

Kristina Spencer, Patron Services Assistant, 3/5-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 after 25 years of service.

RETURN TO APPOINTED LOCATION

Jacqueline Gazda, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective October 25, 2020 at the rate of \$23.24 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2020 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/15/2020	PLF	\$1,358,108	\$1,358,108	-	-
	Total	<u>\$1,358,108</u>	<u>\$1,358,108</u>	-	

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the October 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2021

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2021, and

WHEREAS, these funds will be used for current operating expenses throughout 2021, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye

Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

The Fiscal Officer reviewed the proposed 2020-2021 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2019-2020	2020-2021
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$13,839	\$15,878
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$3,980	\$4,268
Package (Liability and Property)	Westfield	\$150,635	156,501
Cyber	Travelers	\$5,800	\$5,800
TOTAL		\$174,254	\$182,534

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$182,534.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, shared the results of a survey conducted of registered voters. Overall results show that the Library has a large and important impact on the community, especially during the COVID-19 pandemic.

The Executive Director updated the Board on the Library's operations during COVID-19.

CLOSURE FOR HOLIDAYS

The Library has formal holidays scheduled on Thursday December 24th and Friday December 25th as well as Thursday December 31th and Friday January 1st. DML facilities are already closed the Sunday following these holidays.

Schedules permitting, closure on Saturday December 26th and Saturday January 2nd would result in most staff being able to stay home for a four-day holiday weekend.

The rationale for these closures is two-fold:

- 1) Staff have been and will continue to serve on the front lines of this fight against the coronavirus. As a gesture of appreciation, the scheduling of these days as closed will give more staff members welcome relief from the stresses created by this health crisis.
- 2) As we head into a record period of infections, the likelihood of staff shortages due to quarantine and isolation may enable us to better staff other days and times. The days following these holidays are typically among the lowest used of the year.

These days would not be treated as paid or unpaid holidays. Schedules permitting staff would be scheduled for their hours earlier in the week and as a result there would be no additional financial cost to the Library.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the closure of the Library on Friday, November 27, Saturday, November 28, Saturday, December 26, 2020 and Saturday, January 2, 2021.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. West is more than 10% complete and it is running on schedule. The Library is awaiting zoning approval for Burkhardt and Northmont.

WEST PURCHASE/SALES AGREEMENT

The Executive Director negotiated a contract to purchase approximately 5.85 acres of real property located along the frontage of Abbey Street at US Route 35 in the City of Dayton for the new West Branch Library. The Library has agreed to purchase the land from the City of Dayton for the amount of \$125,000.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved the Library to proceed with the purchase contingent upon completion of appropriate due diligence investigations of the property, and legal review of the title by legal counsel. Additionally, the Board authorized Fiscal Officer David Hess to execute all necessary documents to purchase the property located along the frontage of Abbey Street at US Route 35 in the City of Dayton, and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

WEST LIBRARY WATER MAIN EXTENSION PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the water main extension package for the West Branch. Five (5) bids were received by the bid due date November 5, 2020.

<u>Bidder</u>	<u>Amount</u>
Matrix5 Miamisburg, OH	\$119,829.39
Tall View Palladium Dayton, OH	\$121,000.00
Performance Site Development Fairborn, OH	\$107,798.00
Diamond Concrete Xenia, OH	\$194,755.00
Outdoor Enterprise Casstown, OH	\$146,800.00

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook project executive, Jaron Develbiss, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Performance Site Development submitted the lowest responsive bid.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved Performance Site Development for the water main extension contract for the West Branch for an amount not to exceed \$107,798.

Ayes: All
Nays: None

BYLAWS AMENDMENTS

Revised copies of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library were distributed for review seven day prior to the November Board meeting. The Main revision is the removal of the article regarding holding Facilities Meetings. On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approves and adopted the revisions with an effective date of January 1, 2021.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed Ms. Hayde and Ms. Merz as the nominating committee in order to present a 2021 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2020. The slate will be presented at the December 2010 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commission concerning the upcoming Board of Trustees vacancy in May 2021. Ms. Barbara Hayde has served on the Board for fifteen years and is not eligible for reappointment.

NEW BUSINESS

The President announce that the ability for meetings to be held via online format has been extended, by the Ohio Legislature, so the Trustees will continue to hold virtual meeting until further notice.

The Executive Director search committee announced that the posting for the position has gone live.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 7, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 16, 2020 at 4:00 p.m. via WebEx.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss property acquisition and the Collective Bargaining Agreement, respectively.

On motion by Ms. Merz, seconded by Ms. Holihan the Board went into Executive Session.
A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 5:32 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) and Section 121.22 (G)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 5:33 p.m.

Ayes: All
Nays: None